

Vision Working Group “D”

System Review and Data

March 17, 2000

Host Hotel

(Located across from the terminal at the Sacramento Airport)

Sacramento, California

10 A.M. to 3 P.M.

AGENDA

- 1. Welcome and Introductions**
- 2. Review Agenda**
- ACTION 3. Approval of January Meeting Summary**
- ACTION 4. Alternatives to Conference Calls - *Ed Armitage***
- 5. Work Group D Vision Project Funding**
 - A. Update on EMSA OTS Data Grant - *Ed Armitage***
 - B. *Prevention 2000* Grant Letter of Intent Update - *Steve Andriese***
 - C. Search for Other Funding Sources - *Steve Andriese***
- 4. Update on Constituency Group Presentations and Endorsement Letters**
- ACTION 5. Review of any Proposed Revisions to the Final Action Plan by Constituency Groups**
- 6. Progress Update on Objectives Due for Completion By July 2000**
 - A. Work Group D - *Steve Andriese***
 - B. Subgroup 1 - *Jim Schneider***
 - C. Subgroup 2 - *Craig Stroup***
 - D. Subgroup 3 - *Bonnie Sinz***
- LUNCH**
- 9. Break out Groups - Planning of Year One Objectives, Action Steps and Timelines**
 - A. Data System Design**
 - B. System Evaluation & Improvement**
 - C. Legislation**
- 10. Meeting Review & Sub-Group Assignments**
- 11. Meeting Evaluation**
- 12. Future Meeting Dates**
- 13. Adjournment**

ACTION STEPS

**With Completion Dates
Prior to July 2000**

Work Group D

1.1 To develop guidelines and criteria for periodic evaluation of the performance of the State EMS Authority.

1.1.1	Develop draft evaluation criteria based upon <i>The Baldrige Categories Applied to EMS</i> as outlined in the <i>NHTSA Leadership Guide to Quality Improvement for EMS</i> to include measuring compliance with all statutory and regulatory requirements and national standards for EMS system oversight from a customer perspective.	Group D	May 2000
1.1.2	Establish recommendations for the evaluation process to include: who will conduct the evaluation, how often, evaluation forms, final reporting format and distribution list.	Group D	June 2000
1.1.3	Compile evaluation criteria and process recommendations into draft <i>State EMS Authority Evaluation Guidelines</i> document.	Group D	July 2000

1.2 To develop guidelines and criteria for periodic evaluation of the performance of local EMS agencies.

1.2.1	Develop draft evaluation criteria based upon <i>The Baldrige Categories Applied to EMS</i> as outlined in the <i>NHTSA Leadership Guide to Quality Improvement for EMS</i> to include measuring compliance with all statutory, regulatory, and EMS system guideline requirements, as well as national standards for EMS system oversight.	Group D	May 2000
1.2.2	Establish recommendations for the evaluation process to include: who will conduct the evaluation, how often, evaluation forms, final reporting format and distribution list.	Group D	June 2000
1.2.3	Establish process and format for comparative financial analysis of LEMSAs based upon the document <i>Organization and Financing of Local EMS Agencies in California, 1993-94</i> .	Group D	June 2000
1.2.4	Compile evaluation criteria and process recommendations into draft <i>Local EMS Agency Evaluation Guidelines</i> document.	Group D	July 2000

Subgroup 1 - Data System Design

2.1 To develop a statewide EMS data collection system.

2.1.1	Identify all EMS system participants from which data would be required.	S Group 1 & OTSG*	Feb 2000
2.1.2	Conduct an evaluation of current EMS database system designs and collection/reporting capabilities of system participants.	S Group 1 & OTSG	Mar 2000
2.1.3	Research other statewide data collection models nationally and internationally and all current and upcoming technologies available for EMS data collection.	S Group 1 & OTSG	Apr 2000
2.1.4	Identify need for legislation to ensure participation in the data collection system by all system participants and forward to Subgroup 3 for legislative development.	S Group 1 & OTSG	July 2000

3.6 To develop a State EMS Data Set.

3.6.1	Research and review all currently existing EMS data sets at a state and national level.	S Group 1 & OTSG	Apr 2000
3.6.2	Develop a preliminary draft data set to use in data system development.	S Group 1 & OTSG	Jun 2000

Subgroup 2 - Evaluation & Improvement

3.1 To develop (or adopt current) standardized definitions, indicators, and benchmarks to facilitate comparative analysis of local system performance.

3.1.1	Develop standardized process and format for definition, indicator and benchmark development.	S-Group 2	Jun 2000
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Note: Work should also be started on Action Steps 3.1.2 - 3.1.11

3.3 To develop (or adopt current) standardized definitions, indicators, and benchmarks to facilitate comparative analysis of EMS customer satisfaction.

3.3.1	Identify all customer groups.	S Group 2	Mar 2000
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10.1 To develop an EMS system evaluation and improvement organizational structure to be included in the *State EMS Data Collection and Reporting Process Guidelines*, *State EMS System Evaluation Guidelines*, *EMS Research Guidelines* and *State EMS CQI Guidelines*.

10.1.1	Develop draft organizational structure for statewide data collection, evaluation, and reporting which identifies all affected agencies and their relationship to each other	S Group 2	Jan 2000
10.1.3	Develop draft organizational structure for state required or state funded research oversight which identifies all affected agencies, their relationship to each other, and their linkages to the data collection, evaluation and reporting process	S Group 2	Jun 2000

10.2 To develop an EMS system evaluation and improvement standard operating procedures necessary for the implementation and maintenance of the EMS data collection and system evaluation process, to be included in the *State EMS Data Collection and Reporting Process Guidelines*, *State EMS System Evaluation Guidelines*, *EMS Research Guidelines* and *State EMS CQI Guidelines*.

10.2.1	Based upon the organizational structure identified in Objective 10.1, develop draft standard operation procedures for statewide data collection, evaluation, reporting, and research which identifies the roles and responsibilities of all affected agencies and the data and communication linkages between each of those agencies.	S Group 2	Mar 2000
10.2.2	Identify key staff positions at each of the affected agencies and develop model qualifications and job description for each required position	S Group 2	June 2000

10.3 To develop proposed funding mechanisms to maintain the organizational structure and operations of the EMS data collection and system evaluation process.

10.3.1	Identify all required staff positions and qualifications, initial and annual equipment costs, programming costs, and operating expenses necessary for start-up and continued maintenance of the state EMS data collection, reporting system	S Group 2	July 2000
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Subgroup 3 - Legislation

8.1 To develop legislation to ensure immunity for medical control and EMS quality improvement processes

8.1.1	Research existing statute and regulation to determine the current level of immunity protection for EMS medical control and QI.	S Group 3	Mar 2000
8.1.2	Research other state and national mechanisms to ensure immunity for medical control and QI.	S Group 3	Apr 2000
8.1.3	Based upon analysis of research, draft legislative bullet points necessary to provide the state and local EMS medical control and QI systems with immunity.	S Group 3	July 2000

8.2 To develop legislation to strengthen confidentiality and discovery protection for the EMS quality improvement process.

8.2.1	Research existing statute and regulation to determine the current level of confidentiality and discovery protection for EMS quality improvement processes.	S Group 3	Mar 2000
8.2.2	Research other state and national mechanisms to ensure confidentiality and discovery protection.	S Group 3	Apr 2000
8.2.3	Based upon analysis of research, draft legislative bullet points necessary to provide the state, local, an provider EMS QI systems with confidentiality and discovery protection.	S Group 3	July 2000